



PARENT/ VOLUNTEER TRAINING CHECKLIST

- **Why is parent/volunteer training important and a requirement for working in a school?**

All schools follow risk management procedures developed and implemented by the schools to prevent and minimize accidents and liability. The Parent/Volunteer Training classes enables the schools to train parents in maintaining a healthy and safe program for students and families.

- **All parents/volunteers working in the school setting must receive, understand and abide by the following risk management information on procedures before working with students.**

Emergency information you will need to know:

- ___ Location of the phone
- ___ Call 911
- ___ Location of the first aid supplies
- ___ Use of latex gloves when handling bodily fluids (universal precaution)
- ___ Location of emergency contact phone/address numbers (children's and community emergency resources)
- ___ Location of emergency consent form (medical permission to treat)
- ___ Emergency procedure plan (Who does what in the case of an emergency?)
- ___ If an accident occurs, immediately alert the teacher who will administer first aid
- ___ Do not move the child or adult until the person has been assessed for any injuries
- ___ Follow certified first aid procedures
- ___ Location of the allergy list (lists children with medical or food allergies)
- ___ Medication policies
- ___ Fire & earthquake procedures & location of emergency kits
- ___ Special safety issues relevant to our school

Safety and Health

- ___ Ratios of adult to children must be followed when conducting a regular class.
- ___ No one adult will be left alone with a child/children (includes working parents & teachers) that is not their own.
- ___ Parent can escort child into the classroom and leave only when the teacher and at one working parent is ready to supervise the children.
- ___ When leaving, a parent must notify the teacher or designated responsible adult of the departure. Parents must escort their children out of the building and encourage parking lot safety.
- ___ Children will be release only to those listed on the release forms.
- ___ Children should not be left unattended in or out of the classroom or in a car.
- ___ Help keep classroom and outdoor area free of hazards (evaluate daily, remove if possible and report immediately to the teacher).
 - Check for:
 - ___ age appropriate materials and equipment
 - ___ broken items/materials
 - ___ furniture blocking safe evacuation
 - ___ floor in good conditions
- ___ Hot beverages and smoking are not permitted.
- ___ All possible poisons must be clearly marked and stored in a locked cabinet at all times.
- ___ Supervise and encourage children to follow safety guidelines for each play area.
- ___ Co-op staff or volunteers may not physically, verbally, or emotionally abuse or punish children.



Indoor safety guidelines

- Children should use walking feet.
- Items should only be stacked no higher than the shoulder of the shortest child.
- Working parents must be trained in setting up any special equipment such as portable climbers, larger educational tools, etc.

Outdoor safety guidelines

- Fence gates are closed and area is secure and free of hazards when children are playing.
- No child shall be outside the classroom without adult supervision.
- Check that digging areas are free from animal contamination and debris/refuse.

Disease Control

- If you suspect a child is ill or getting ill, please inform the teacher or staff. They may need to go home.
- All enrolled children meet the states immunization requirements and have an immunization form on file before a child can start attending.
- Use gloves when handling bodily fluids.
- All cleaning materials will be supplied by the school administration to clean and sanitize tables and equipment.
- Toys that have been mouthed need to be removed and cleaned with bleach solution and air dried.
- Tables and place mats must be cleaned before and after eating.
- Children and adults must wash hands before eating, after toileting, coughing nose blowing, etc.
- Use running water and liquid soap to wash hands.
- Dispose of garbage daily to help eliminate insect and rodent problems.

Food Preparation

- Select foods that are age appropriate (not a choking hazard) and healthy for children.
- Foods must be stored properly to prevent spoiling or contamination.
- Wash hands before and after preparing food.
- Food preparation tables must be sanitized before and after preparing food.
- Dishes are to be washed with hot soapy water, sanitized with disinfecting rinse and air dried.

All volunteers working in the preschool lab setting must receive, understand and abide by the **Risk Management Policies and Procedures & Guidelines for Working with Children in the Classroom** before working in the classroom.

PARENT/VOLUNTEER TRAINING CHECKLIST SIGN OFF FORM

School: _____

Class/Session: _____

All parents/volunteers working in the school setting must receive, understand and abide by the **Risk Management Procedures & Guidelines for Working with Children in the Classroom** before working in the classroom.

I here by acknowledge that I have received, understand and will abide by the Risk Management Policies and Procedures and Guidelines for Working with Children in the Classroom as presented at Parent/Volunteer Training.

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